

# Dundee City Council

Planning Performance Framework Report

## 2018-2019



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## Introduction

Dundee City Council's Planning Service is part of the City Development Department which encompasses a broad range of related services and professional disciplines.

The City Development Department occupies a key position within Dundee City Council, providing strategic leadership and services which support delivery of the key priorities identified in the Council Plan.

The Department is responsible for the provision of services which deliver and contribute towards the Council's Vision for Dundee:

- The creation and retention of jobs in the City;
- The attainment and improvement to the Quality of Life in the City; and
- The promotion of choice and opportunity to maximise Social Inclusion.

These key responsibilities are enshrined in the Department's objectives and projects, all of which support the commitment to work in partnership to deliver The City Plan for Dundee 2017-2026 – our Local Outcome Improvement Plan.

In addition to discharging the Council's statutory planning functions, the Planning Service is also responsible for or is engaged in a variety of areas of work, including:

- Delivery of the £1 billion Waterfront regeneration project, including the V&A @ Dundee
- The development and submission of the Tay Cities Deal (£1.84 billion of planned investment), including the submission and delivery of a number of projects within the bid.
- Advancing community regeneration initiatives at Lochee, Whitfield, Mill O'Mains and Hilltown, all in partnership with other agencies and local communities
- Engagement through the Dundee Partnership and Local Community Planning Partnerships to develop and implement Community Planning
- Support the City Centre and District Centres in line with the Town Centre First Principle as developed by the Scottish Government and COSLA
- Secure the installation of new public artworks through the Percent for Art policy

Decisions by the Council in relation to planning matters are made by either the City Development Committee or Planning Committee. Both Committees meet on regular monthly cycles and in common with other standing committees of the Council, comprise of Elected Members. Both Committees act with significant delegated powers from the full Council.

# Part 1: Qualitative Narrative and Case Studies

## Quality of Outcomes

### Delivering homes on the ground

In the reporting period we have seen a significant increase in the number of new homes built within Dundee with a particular focus on affordable housing through the delivery of 161 affordable homes. Of these 51 were houses and 87 were flats; 8 were built to be wheelchair accessible and 15 were community care units. Work has or is about to start on more than 450 new affordable homes in areas across the city.

This has been enabled through close partnership working between Dundee City Council, Housing Associations and Scottish Government. Our team has helped to identify surplus Council owned land and has helped the housing team prioritise the Scottish Government grants for affordable housing.

The private housebuilding has focussed on the housing sites at Western Gateway where the first phases of new homes and the supporting infrastructure is well underway. Private housing of varying types and sizes is also being delivered on smaller sites across the city.

### Supporting high quality development

Delivering high quality development and creating places has been a priority for the team. This is exemplified through the award winning £1bn Dundee Waterfront regeneration project. Several project milestones were reached over the last year including the completion and opening of the V&A museum of design and the new railway station entrance and hotel. Planning permission was also granted for mixed use developments on two of the development sites and for the creation of another new area of public open space.

This major regeneration project has been supported by our team through the preparation of a suite of planning guidance comprising a masterplan, design guidance, site planning briefs and technical guidance. Extensive pre- and post-application advice from the division has helped to deliver these first buildings and to begin to shape a new place within Dundee. Planners have also supported the public engagement on this major project using digital technologies and 3D headsets to engage with and gain feedback from residents and potential investors.

### Local environmental improvements

Dundee was the first council in Scotland to allocate a proportion of our mainstream budget to a participatory budgeting process called Dundee Decides. The Dundee Decides initiative was described as an 'outstanding success' in an independent report commissioned by the Scottish Government. It saw over 11,000 people from as young as 11 voting on how to spend the £1.2million community infrastructure fund. Communities selected a variety of projects across the city. The timing of the Dundee Decides project fitted with a piece of work being led by the planning division to review the health of one of our district (town) centres. The review identified issues with parking, physical and promotion of the area - the '3 P's'. The outcome of this review was the identification of ways to tackle the '3 P's'. A series of small environmental improvements was successful in the public vote for the Dundee Decides money.

## Case Study 1 - Tackling the 3 Ps : Parking, Physical and Promotion

Improving Perth Road District Centre

### This case study contributes towards Quality of Outcomes

Key Markers:	Key Areas:	Stakeholders:
12 Corporate working across services.	Economic Development.	West End Working Group and Local Authority Planning Staff.

### Overview:

Following a successful bid to the Dundee Decides Community Infrastructure Fund, and selection via a community participatory budgeting exercise, three public realm improvement projects have been, and continue to be, delivered: a Euro bin artwork project (17 bins); gateway signage bench; and a gateway signage beacon. An additional pocket park project continues to be developed alongside the Dundee Decides projects, which has also attracted a Community Fridge project led by a local church group. The Dundee Decides projects and the pocket park development have been lead and managed by the planning team. Collectively, the projects have included site survey work, project planning, brief writing, design development, project management and extensive consultation and collaborative working with the Environment Department; Property Department; private consultants; artists; steelwork manufacturers; building contractors; and the West End Working Group, made up of Elected Ward Members, Community Council Members and the Community Officer.

### Goals:

The above projects were generated from the research and public consultation work carried out in response to issues raised by Ward Councillors, the local community and businesses within the District Centre, see PPF 2017-2018. The outcomes placed an emphasis on 'physical' and 'promotional' themes to help raise the profile and awareness of the District Centre. Consequently, all of the above projects are targeted towards strengthening placemaking through promoting and enhancing the public realm in a way which reflects and complements the area's independent nature, particularly the large number of independent retailers. In policy terms, this approach aligns with the Local Development Plan priority of maintaining and enhancing the vibrancy, vitality and viability of District Centres. These physical projects support Policy 21: Town Centre First Principle and Policy 23: District Centre Retail Frontage through the placemaking agenda, helping to ensure that the District Centre develops as a sustainable lifetime community and continues to serve the local population through a range of viable shops and services.

### Outcomes:

To date, the Euro bin artwork and the signage bench projects are complete. The signage beacon and pocket park are under construction, with a projected completion date of August 2019. The key point that has been demonstrated is the positive power of small projects, particularly when they involve direct participation with community representatives. The formation of the West End Working Group brought together a small group of local stakeholders to help develop and deliver the Dundee Decides projects, who have recently instigated a larger, Sustrans funded, research project to improve pedestrian/cycle accessibility and placemaking within the District Centre. This will hopefully generate further improvement works and create more independent action, community ownership and offshoot projects.

The importance of collaborative working and communication with other departments and local groups has secured the pocket park project and integrated the community fridge project. Pulling together various small projects and resources is producing stronger outcomes with limited resources and capital.

It is hoped that this collaborative approach can be used elsewhere in the city.

### Name of key officer

Alan Brown - Planning Officer







<b>Case Study 2 - Delivering affordable homes</b>		
Using our planning role to support the delivery of affordable homes across Dundee		
<b>This case study contributes towards Quality of Outcomes</b>		
<b>Key Markers:</b>	<b>Key Areas:</b>	<b>Stakeholders:</b>
3 early collaboration; 11 regular and proportionate advice to support applications; and 12 corporate working across services.	Affordable Housing; and Interdisciplinary Working.	Authority Other Staff; and Other – Housing Associations.
<b>Overview:</b>		
<p>The planning team works in partnership with housing officers in Neighbourhood Services, property officers in City Development and representatives from the housing associations active in Dundee to support housing delivery through the allocation of the Scottish Government’s Affordable Housing Supply Programme via our own Strategic Housing Investment Plan.</p> <p>An internal working group meets on a regular basis, and wider partnership meetings take place throughout the annual SHIP planning and delivery cycle.</p> <p>Planning officers are involved in identifying and appraising potential development sites, providing pre-application advice and processing planning applications.</p>		
<b>Goals:</b>		
<p>The purpose of this partnership approach is to deliver affordable housing of the right type, in the right location and at the right time to meet the needs of residents. From a planning service perspective the team is seeking to ensure that the selected sites are suitable for development and that proposals are of a high quality in terms of design. The approach will also help to ensure the city can meet the housing supply target of delivering 25% affordable homes to 75% market homes.</p>		
<b>Outcomes:</b>		
<p>This partnership working approach has been in place for several years. This strategic alignment between our planning, property and housing teams has led to the successful planning and delivery of 557 affordable homes over the last 5 years providing a balance of 35% affordable homes to 65% market homes. This development has all taken place without the need for developers to make developer contributions towards affordable housing.</p> <p>Identifying suitable council owned sites and then working with the local housing associations has meant that Dundee has had a strong pipeline for the delivery of affordable homes. The early involvement of planners in the process gives certainty to those involved that the development will take place and that grant monies can be drawn down within the programme year. This positive approach has led to Scottish Government allocating underspends from the national programme to Dundee, leading to more affordable homes being built.</p>		
<b>Name of key officer</b>		
<b>Julie Robertson - Planning Officer</b>		





## Case Study 3 - Waters Edge – the workplace reworked

Supporting the conversion of a listed building into a modern workplace

### This case study contributes towards Quality of Outcomes

Key Markers:	Key Areas:	Stakeholders:
3 early collaboration; 11 Regular and proportionate advice to support applications; and 12 Corporate working across services.	Conservation and Economic Development.	Local Developers and Local Authority Planning Staff.

### Overview:

A locally based company approached the planning team with a proposal to redevelop a listed transit shed within the city's historic city quay area into a modern flexible mixed use office and leisure building that would act as a hub for digital media businesses.

Planning officers provided pre-application advice and advice during construction to ensure that the historic fabric and features of the listed building were preserved in a way that would not undermine the developer's aspirations to create offices that would use the latest technology in terms of the design, fit out and function of the office space.

### Goals:

The local development plan encourages existing and new businesses to invest with confidence in Dundee. It also seeks to preserve and enhance the historic environment in order to maintain the heritage and distinctive identity of the city. The proposed office space offering was different to the standard office development with the potential to attract occupiers from within the digital media sector. The development also offered the potential to retain and preserve a heritage building that had lain empty and without any productive use for several years.

### Outcomes:

The redevelopment of Shed 25 has created a successful mixed use office and leisure development called Water's Edge. Preserving the listed building and showcasing the historic features the development contains a number of modern office suites and co-working areas as well as a proposed cafe/restaurant at its southern end, offering views to the Historic Graving dock (dry dock), the Frigate Unicorn and a proposed marina.

The listed building was extensively refurbished with key features including the roof supports, trusses and walls retained and exposed within the interior fit out. Particular challenges were the internal ceiling heights which required the floor level to be lowered without harming the fabric of the building, and alterations to the external walls.

The office spaces and co-working spaces are now fully let and the developer is seeking an occupier for the leisure elements. The developer was keen to create this modern office space within Dundee. The positive 'can do' approach from our planning team gave the developer and their investors the confidence to develop the scheme.

### Name of key officer

**Gary Knox – Principal Planning Officer**





waters  
edge



## **Quality of Service and Engagement**

### **Simplifying and streamlining the pre-application consultation process**

The planning service has recently undertaken a review of the pre-application advice process. It was recognised that this process could be improved in order to deliver a more positive customer experience and to provide more proportionate policy advice. The existing approach saw pre-application enquiries of all types allocated to development management officers only, with input from planning policy officers as required. Whilst this did provide a good level of customer service it was recognised that the increasing planning application workload and other duties meant that advice was not being provided in a timely manner and that there was potential for inconsistent quantity and quality of advice.

A new approach was implemented in 2018/19 which saw more significant or complex pre-planning enquiries managed by planning policy officers. The purpose of this was to improve the efficiency, certainty and consistency of policy advice provided. A response template was prepared in order to streamline the process and to ensure a consistent level of advice was provided. The approach has been successfully implemented with officers now providing more concise, regular and proportionate policy advice and this advice is checked for consistency by a senior officer before being issued to the customer. In many cases the timescales for providing advice has been reduced.

Outcomes from this have been that the provision of clear and consistent pre-application advice has resulted in a better standard of planning application. The positive engagement also gives certainty to applicants as to the policy view on their proposals and what supporting information their planning applications should contain. This pre-application process also ensures that the offer of processing agreements (or other agreed project plan) is made to prospective applicants in advance of all major applications and this availability is also publicised on our website.

### **Providing certainty: re-adopted supplementary guidance and preparing new guidance**

The Dundee Local Development Plan 2014 was supported by three items of Supplementary Guidance covering Air Quality & Land Use Planning; Developer Contributions; and Householder Design Guidance. The adoption of the new LDP in February 2019 meant that all three items would fall on adoption of the new plan. These had been successful documents, providing regular and proportionate policy advice and in setting out what information is required to support planning applications. In particular the Developer Contributions SG gave a clear basis for developer contributions early in the development process allowing officers to highlight what the developer contribution requirements will be at the pre-application stage. Recognising that this would leave a gap it was decided to progress to re-adopt all three items in parallel to the adoption of the plan. This meant tying in consultation and SEA processes to those for the various stages of the plan.

The project team were successful in securing the timely re-adoption of the guidance immediately following the adoption of the new Dundee Local Development Plan 2019. There were few representations to the draft guidance and with no significant changes there was no break in continuity between the existing and new guidance meaning that there was no impact on the quality of planning decisions made.



### **Right advice at the right time: Development Site Assessments**

To support the preparation of the new Dundee Local Development Plan 2019 the project team undertook to review all the potential development sites within the city. The assessment considered various physical, environmental, infrastructure and other site information for sites that had some potential for development. Its purpose was to highlight site characteristics and constraints to ensure that these are adequately addressed in proposals for development. It was prepared following consultation with key agencies and was used to support the selection of the sites that have potential to contribute towards the plan's spatial strategy. This exercise was collated in the Development Site Assessments document. The LDP asks developers to refer to this document at pre-application stage. It is a live document and it will be reviewed and updated on an annual basis or more frequently should new site information be available. The use of this document leads to clear and proportionate requests for supporting information.

## Case Study 4 - Development site assessments

Collating site specific environmental information to front load the development process.

### This case study contributes towards Quality of Service & Engagement

Key Markers:	Key Areas:	Stakeholders:
6 Continuous improvement; 3 Early collaboration; 11 regular and proportionate advice; and 12 corporate working across services to improve outputs and services.	Environment and Local Development Plan & Supplementary Guidance.	Authority Planning Staff; and Key Agencies.

### Overview:

As part of the preparation of the Proposed Plan development site assessments were carried out for all sites under consideration and helped form the basis for the allocation of housing sites within the plan. The development site assessments contain physical, environmental, infrastructure and other site information to be considered and referred to by prospective developers at pre-application stage.

In order to inform the content and ensure it is up to date Key Agencies were consulted as part of the process to ensure any considerations in relation to flooding, drainage, tree conservation, historic characteristics etc were identified within the requirements set out for consideration by a developer.

### Goals:

It was the intention of the Council that this information would form the basis for developer requirements for each of the sites within the plan. Further to the information within the assessment it was considered that individual documents should be provided for each site providing developers with a useful tool when considering the development site layout and design for forthcoming proposals. The aim of these individual documents is to clearly set out the relevant development policies, strategies and frameworks in relation to the site, the site assessment including Key Agency requirements and site specific key design requirements.

### Outcomes:

It has been recognised that the content of these assessments provide much more in depth analysis of site opportunities within the plan and with input from Key Agencies provides a much more robust source of site information than the previous site planning briefs for many of the sites within the plan. The majority of the existing site planning briefs have now been replaced by these development site assessment documents and it is proposed that this approach would be taken for any future sites within the City. It is the intention that through this approach rather than site planning briefs that these can be live documents which will be updated when new information or advice is known or given for any specific sites and therefore provides prospective developers with an up to date clear picture of the site opportunities within the City at pre-application stage.

### Name of key officer

**Julie Robertson - Planning Officer**



## **Governance**

### **One planning team**

For several years the staff resource was structured into two teams – Development Management and Development Plans & Regeneration. An increasing planning application workload, changing priorities and a reduced staff resource triggered a review to understand whether the team structure was proportionate, effective and fit for purpose. To better address the division's priorities a new team structure saw the two teams combined into a single Planning Team managed by a Senior Service Manager.

This allowed for an innovative approach to how the staffing resource is used. Several officers have gained experience in both the planning policy and development management areas and depending on where priorities lie, officers can be assigned to support either area. This has proved to be effective in addressing priorities and in also developing staff.

### **Lean processes to deliver efficiencies**

As part of the review the process for receiving and processing planning applications was reviewed. The planning administration team from Fife Council joined our team in a half day workshop to share experience to help identify where the processes could be made more efficient. This workshop was helpful in identifying that the existing database and software used to process planning applications could be adapted to streamline the way in which applications are validated, and to support officers in the management of their workload. This software upgrade and the implementation of new processes is now underway and is expected to be fully implemented in the next financial year.

### **Corporate working processes**

The planning division sits within the City Development service area alongside teams overseeing property, architecture, engineering, transportation and economic development. Naturally the division works closely with these teams to deliver the priorities for the City Development service. This approach improves outputs and services for customer benefits.

We also work closely with other service areas from across the council and with external partners and stakeholders. An example of this is the corporate approach we have taken to support the delivery of affordable housing through the Council's strategic housing investment plan. Officers from the Neighbourhood Services (Housing) service area lead work with colleagues from planning, property, engineering and legal services to firstly identify a supply of surplus council owned land that is suitable for housing development. These sites are then discussed at a joint meeting with the housing associations active in the city as potential sites for them to develop with funding support from the Scottish Government's Affordable Housing Supply Programme. This approach has been successful in delivering the 161 units over the past year and the 450 units currently under construction.



<b>Case Study 5 - Sharing experience to improve service delivery</b>		
Sharing good practice, skills and knowledge between authorities.		
<b>This case study contributes towards Governance</b>		
<b>Key Markers:</b>	<b>Key Areas:</b>	<b>Stakeholders:</b>
3 early collaboration; and 6 continuous improvement.	Process improvement and skills sharing.	Authority Planning Staff and Other – Fife Council Planning Staff .
<b>Overview:</b>		
<p>Changing priorities, a rising workload, reduced resources and a restructured planning team has increased the pressure on officers. A high level review identified the administration of planning applications as an area where efficiencies could be found and processes streamlined.</p> <p>Officers involved in the administration process mapped out and reviewed some of the processes and identified some quick wins and longer term areas for change. Colleagues at Fife Council’s planning administration team joined our team for a half day workshop to share skills and experience of the processes required to administer planning applications.</p>		
<b>Goals:</b>		
The main goal of this review was to improve the efficiency of the administration of planning applications. This would ultimately speed up the process, improving customer service and freeing up officer time for other duties.		
<b>Outcomes:</b>		
<p>This initial review resulted in some changes to the planning application validation procedures. Whilst these procedural changes were successful in freeing up officer time it was recognised that further changes could be made but that these may require improvements to the database software.</p> <p>The purpose of the workshop with Fife Council was to utilise the team’s expertise in refining administrative processes to identify where our own processes could be made more efficient.</p> <p>This workshop was helpful in identifying how the database and software used to process planning applications could be upgraded and adapted to streamline the way in which applications are validated, and to support officers in the management of their workload. This software upgrade and the implementation of new processes is now underway and is expected to be fully implemented this year.</p>		
<b>Name of key officer</b>		
<b>David Gray – Principal Planning Officer</b>		



## **Continuing to develop and improve our team**

The review of the staffing resource identified that there was not a structured approach to staff training and development and that the reduced staffing resource was less experienced than it had been in previous years. It was agreed that a structure would be put in place to identify staff training needs and to deliver a programme of training.

The first steps in this process have been taken. Priority areas for training were identified and these have formed the basis of a team training programme. The first few team training sessions have been delivered. Staff have also been encouraged to explore the range of elearning modules delivered by the council's own organisational development team.

Three members of the planning team are also in the process of gaining an Institute of Leadership and Management qualification with a view to developing their own skills and for this to improve the performance of the team.

Other continuing training and development initiatives include the 'reflections' series of internal workshops. Highlighted in last years service improvements this review of completed developments develops a wider understanding amongst planning officers of delivering quality placemaking and allow for increased sharing of knowledge regarding a range of design issues in the City.

## **Project Review**

On completion of the project to prepare the Dundee Local Development Plan 2014 the project team undertook a project review in order to identify a series of 'lessons learned'. This largely related to the public consultation on the various stages of the plan.

The lessons learned were then considered when the project plan for the preparation of what would become the DLDP 2019 were being drafted. Changes were made to the consultation process in order to make it more accessible to the general public and to improve the quality and structure of information submitted.

A project review of the DLDP 2019 confirmed that the changes to the consultation had resulted in more effective engagement and that submissions were able to be logged and assessed more efficiently. There were some issues raised through the project review and these have again been noted in a lessons learned document to support future projects.

<b>Case Study 6 - Planning reflections</b>		
Learning from collaborative review of built development		
<b>This case study contributes towards Culture of Continuous Improvement</b>		
<b>Key Markers:</b>	<b>Key Areas:</b>	<b>Stakeholders:</b>
6 Continuous Improvement and 13 Sharing good practice, skills and knowledge.	Process Improvement and Staff Training.	Local Authority Planning Staff.
<b>Overview:</b>		
<p>Through the continuation of the 'Reflections' series Planning Officers have come together on a regular basis to discuss and review the effectiveness of the LDP Policies in delivering high quality development.</p> <p>For the period 2018/2019 this has related to a range of themes, including those affecting residential developments. This review process considers the design and amenity of built developments and is an opportunity for officers to share examples of good practice, conditions, negotiations etc.</p>		
<b>Goals:</b>		
The goal of these sessions is to help develop a wider understanding amongst planning officers of delivering quality placemaking and allow for increased sharing of knowledge regarding a range of design issues in the City. This should ensure that the overall quality of developments within the City is increased.		
<b>Outcomes:</b>		
<p>The sessions have allowed Officers to share alternative approaches, lessons learnt and refine the preparation of conditions. Summary documents are prepared to share the findings of the sessions and offer recommendations for the way certain topic areas are handled in the future. These are then agreed by the Team.</p> <p>This has driven a culture of continuous improvement and encouraged officers to seek the highest quality design solutions.</p> <p>The Reflections sessions are ongoing and new topic areas and themes will be selected over the remainder of 2019 to further discussions.</p>		
<b>Name of key officer</b>		
<b>Beverley Knox - Planning Officer</b>		





## Part 2: Supporting Evidence

This Planning Performance Framework report has been prepared within the context and drawing on evidence from the following sources:

The Dundee Partnership's City Plan for Dundee 2017-2026.

This sets out the partners priorities for the city and identifies a number of strategic outcomes that are closely linked to the Planning Service.

The City Plan's vision states that through our partnership, Dundee:

- will have a strong and sustainable city economy that will provide jobs for the people of Dundee, retain more graduates and make the city a magnet for new talent;
- will offer real choice and opportunity in a city that has tackled the root causes of social and economic exclusion, creating a community which is healthy, safe, confident, educated and empowered;
- will be a vibrant and attractive city with an excellent quality of life where people choose to live, learn, work and visit.

### Checklist for Part 2: Qualitative Narrative and Case Studies

The following checklist is to provide an easy to reference list of topics covered in the Dundee Planning Performance Framework 2018/19.

Case Study Topics	Issue covered by case study	Case Study Topics	Issue covered by case study
Design	6	Interdisciplinary Working	
Conservation	3	Collaborative Working	2
Regeneration		Community Engagement	
Environment	4	Placemaking	
Greenspace		Charrettes	
Town Centres	1	Place Standard	
Masterplanning		Performance Monitoring	
LDP & Supplementary Guidance		Process Improvement	5
Housing Supply	4	Project Management	
Affordable Housing	2	Skills Sharing	5
Economic Development	3	Staff Training	6
Enforcement		Online Systems	
Development Management Processes	5	Transport	
Planning Applications		Active Travel	
Other: please note			





## Part 3: Service Improvements 2019-2020

In the coming year we will:

Service Improvement	
Front load and streamline pre-application advice service.	By the end of summer 2019, implement improvements to the pre-application advice service. These will include publishing pre-application advice enquiry and response forms and pre-application 'what we will provide' on the website.
Streamline the management of planning applications.	By the end of 2019, utilise software and processes in place to simplify the steps in the application management process.
LDP Monitoring.	Align action programme and housing land audit to allow better and more efficient monitoring of LDP delivery ahead of 2020 HLA audit.
Review model planning conditions.	By the end of 2019 officers to review planning conditions, make amendments and adopt list of model conditions.
Improve online customer experience.	By the end of 2019, review website and customer journey and implement changes to make it easier for customers to access the information they require.



## Delivery of our service improvement actions in 2018-2019

Committed improvements and actions	Evidence	Complete Y/N
Reflections series.	<p>Through the continuation of the 'Reflections' series Planning Officers have come together on a regular basis to discuss and review the effectiveness of the LDP Policies in delivering high quality development.</p> <p>For the period 2018/2019 this has related to a range of themes, including those affecting residential developments. This review process considers the design and amenity of built developments and is an opportunity for officers to share examples of good practice, conditions, negotiations etc.</p>	Y
Project Management skills	All planning officers have now completed a project management training event.	Y
Planning guidance on historic environment matters.	The first item of historic environment guidance has been updated and the remaining items are being reviewed following the publication of the new Historic Environment Scotland guidance.	Y
Skills development – flexible team.	A team wide review of skills and knowledge gaps has helped to identify training requirements. This together with the movement of planning officers from policy to development management as their main area of work has further improved the flexibility of the team and our ability to respond to peaks in workload.	Y
Project pipeline visual document.	This has not been completed, although other related work saw the publication of committee reports highlighting the performance of the planning service and the number of houses in the development pipeline.	N
Planning workstream document – project management in practice.	This was completed and has proved to be a useful tool for senior officers as it allows them to monitor and discuss key areas of work and allocate resources accordingly.	Y



## Part 4: National Headline Indicators (NHIs)

Development Planning	2018-19	2017-18
Local and Strategic Development Planning:		
Age of local development plan at end of reporting period Requirement: less than 5 years	0 years and 1 months	4 years and 4 months
Will the local development plan be replaced by their 5th anniversary according to the current development plan scheme?	Y	Y
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year?	N	N
Were development plan scheme engagement/consultation commitments met during the year?	Y	Y
Effective Land Supply and Delivery of Outputs		
Established housing land supply	4,924 units	5,236 units
5-year effective housing land supply programming	3,452 units	3,340 units
5-year effective land supply total capacity	4,709 units	4,844 units
5-year housing supply target	2,400 units	3,050 units
5-year effective housing land supply (to one decimal place)	7.2 years	5.5 years
Housing approvals	789 units	459 units
Housing completions over the last 5 years	1,580 units	1,318 units
Marketable employment land supply	139.30 ha	127.43 ha
Employment land take-up during reporting year	5.08 ha	0.86 ha

Note: Land supply figures are taken from the Draft Housing Land Audit 2019.

Development Management:	2018-19	2017-18
<b>Project Planning</b>		
Percentage and number of applications subject to pre-application advice	29.5% 277	37% 228
Percentage and number of major applications subject to processing agreement	0	0
<b>Decision Making</b>		
Application approval rate	93.8%	92.7%
Delegation rate	96.4%	95.3%
Validation	39.7%	29.05%
<b>Decision-making Timescales</b>		
Major Developments	16.8 weeks	19.8 weeks
Local developments (non-householder)	10.3 weeks	8.9 weeks
Householder developments	7.8 weeks	7.3 weeks
<b>Legacy Cases</b>		
Number cleared during reporting period	7	2
Number remaining	5	4

Enforcement Activity	2018-19	2017-18
Time since enforcement charter published / reviewed Requirement: review every 2 years	1 month	1 year 1 month
Complaints lodged and investigated	131	111
Breaches identified – no further action taken	127	21
Cases closed	26	58
Notices served	4	3
Direct Action	0	0
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

[https://www.dundee.gov.uk/sites/default/files/publications/cd\\_planning\\_enforcement\\_charter\\_2019.pdf](https://www.dundee.gov.uk/sites/default/files/publications/cd_planning_enforcement_charter_2019.pdf)



Commentary
Short contextual statement
<p>Development Planning</p> <p>The main focus for the planning team in respect of development planning has been to support the examination and adoption of the Dundee Local Development Plan 2. After several requests for further information the reporters published their report of examination in October 2018. Statutory processes were then followed to allow the formal adoption of the plan in February 2019. The Plan was adopted in accordance with the timescale set out in the Development Plan Scheme. The team then quickly concluded the process to adopt the three items of updated Supplementary Guidance.</p> <p>The Planning Service have worked closely and engaged with internal divisions within the Council, key agencies, developers, landowners and consultants. The figures in the National Headline Indicators demonstrate that there continues to be a healthy and effective supply of housing and employment land within the City, with a housing land supply that is in excess of the minimum 5 year requirement.</p> <p>Development Management</p> <p>The Planning Service have continued to encourage pre-application discussions. Providing advice to applicants at an early stage continues to be a priority for the Council as this gives applicants further clarity through the identification of issues early in the process and enables the provision of a high quality service.</p> <p>The approval rate for planning applications has remained high at 93.8% which reflects the Council's aim to achieve a positive outcome for every application. In addition the level of delegation rate has also remained high at 96.4% and this has assisted the swift decision making timescales particularly for local applications. Major developments decision making timescales have again improved and reduced to 16.8 weeks down from 19.8 weeks. The timescales for decision making of householder developments have been largely maintained.</p> <p>Although the legacy cases have grown in number, officers have managed to clear 7 cases in the reporting year. Efforts will continue to clear these new cases.</p>



## Part 5: Official Statistics

A: Decision-making timescales (based on 'all applications' timescales)

Category	Average timescale (weeks)		
	2018-2019	2018-2019	2017-2018
Major developments	4	16.8	19.8
Local developments (non-householder)	224	10.3	8.9
• Local: less than 2 months	65.2%	7.4	7.3
• Local: more than 2 months	34.8%	15.9	12.8
Householder developments	225	7.8	7.3
• Local: less than 2 months	84%	7.3	7.0
• Local: more than 2 months	16%	10.8	11.0
Housing developments			
Major	4	16.8	15.2
Local housing developments	63	11	9.7
• Local: less than 2 months	49.2%	7.5	7.5
• Local: more than 2 months	50.8%	14.4	12.2
Business and industry			
Major	0	0	0
Local business and industry	28	8.4	8.0
• Local: less than 2 months	78.6%	7.5	7.3
• Local: more than 2 months	21.4%	11.7	11.0
EIA developments	0	0	0
Other consents <sup>2</sup>	187	8.2	7.1
Planning/legal agreements <sup>3</sup>			
• Major: average time	5	12.7	0
• Local: average time	4	7.5	0

<sup>2</sup> Consents and certificates: Listed buildings and Conservation area consents, Control of Advertisement consents, Hazardous Substances consents, Established Use Certificates, certificates of lawfulness of existing use or development, notification on overhead electricity lines, notifications and directions under GPDO Parts 6 & 7 relating to agricultural and forestry development and applications for prior approval by Coal Authority or licensed operator under classes 60 & 62 of the GPDO.

<sup>3</sup> Legal obligations associated with a planning permission; concluded under section 75 of the Town and Country Planning (Scotland) Act 1997 or section 69 of the Local Government (Scotland) Act 1973

## B: Decision-making: local reviews and appeals

Type	Total number of decisions	Original decision upheld			
		2018-19		2017-2018	
		No.	%	No.	%
Local Review	4	4	100	9	77.8
Appeals to Scottish Ministers	3	2	66.7	2	28.5

## C: Context

Performance of decision making timescales over the last year has largely been maintained. Although the average timescales for determining householder developments has again increased it is still below the 8 week target, and 84% are dealt within 8 weeks.

The average timescales for major applications has again reduced down to 16.8 weeks, and this is again well below the Scottish average. Local (non-householder) application timescales also remain below the Scottish average of 10.7 weeks but have increased by 1.4 weeks to 10.3 weeks.

Average timescales for other consents has also increased although the number remains around the same. This is largely due to the complexity surrounding some applications such as those for hazardous substances consents where statutory consultees have taken longer than expected to provide comments.

Where performance has declined this is due to the increased number of major housing applications and pre-application discussions for housing developments which have taken planning officers away from dealing with their normal caseload of householder applications.

It is expected that proposed service improvements will result in improved timescales for determination of all planning applications over the coming year.





## Part 6: Workforce Information

Workforce information should be a snapshot of the authorities planning staff in position on the 31st of March. The information requested in this section is an integral part of providing the context for the information in parts 1-5.

	Tier 1 Chief Executive	Tier 2 Director	Tier 3 Head of Service	Tier 4 Manager
Head of Planning Service			✓	

Staff Age Profile	Headcount
Under 30	3
30-39	10
40-49	4
50 and over	8

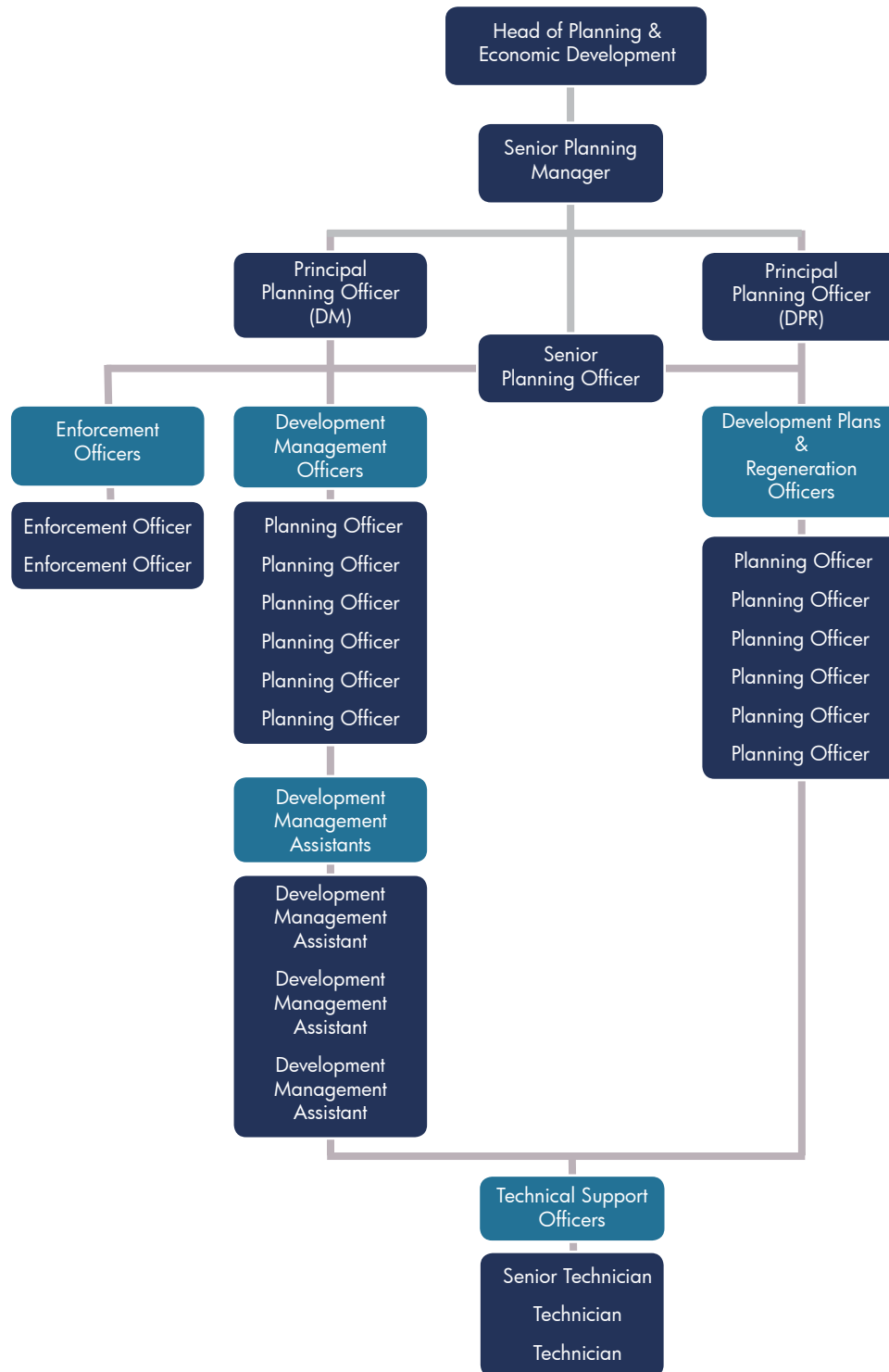
RTP1 Chartered Staff	Headcount
Chartered Staff	17

Note: All Planning Officers and above are MRTPI. One of our technicians is also MRTPI.

Staff Structure	Headcount
Head of Planning & Economic Development	1
Senior Manager – Planning	1
Principal Planning Officer	2
Senior Planning Officer	1
Planning Officer	12
Enforcement Officer	2
Senior Technician	1
Technician	2
Development Management Assistant	3

The Head of Planning and Economic Development oversees the Senior Manager - Planning. The planning team is made up of two Principal Planning Officers, one Senior Planning Officer and 12 Planning Officers. The enforcement function is provided by two Enforcement Officers. The Planning Service is supported by a Technical team (comprising technical support officers and development management assistants).

## Planning Team Structure









## Part 7: Planning Committee Information

The template below allows the information on the number of meetings and site visits during 2018-19 to be recorded in a consistent format, additional guidance on what to include is within the template itself.

Committee & Site Visits	Number per year
Full council meetings	8
Planning committees*	20
Area committees	N/A
Committee site visits	0
Local Review Body**	5
LRB site visits	3

\*This includes 10 meetings each of the Planning Committee and City Development Committee

\*\*This relates the number of meetings of the LRB. The number of applications going to LRB are reported elsewhere

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